

SCHOHARIE COUNTY CLASSIFICATION SPECIFICATION

Class Title: **PUBLIC HEALTH DIRECTOR**

Jurisdictional Class: **Non-Competitive**

Date Adopted:

Date Revised: **5/5/80, 9/2700, 10/30/01**

Jurisdictions: **County**

Union Status: **Exempt**

Pay Grade:

DISTINGUISHING FEATURES OF THE CLASS: This is a high level administrative position involving responsibility for managing a local health agency and performing professional public health engineering duties. A Public Health Director is responsible for coordinating technical services provided under the auspices of a health agency and administration and direction of the environmental health agency. Administrative supervision is exercised over professional technical and other staff. Does related work as required.

TYPICAL WORK ACTIVITIES: (Illustrative only)

Administers a local health program;

Reports departmental activities to the local Board of Health and recommends actions to be taken;

Establishes and carries out department policies in consultation with the local Board of Health, the Health Officer, the State Department of Health and the professional staff of the Department;

Acts as liaison between the local Board of Health, the local legislative body and other Health Boards;

Authorizes and supervises departmental expenditures;

Prepares annual budget and makes fiscal recommendations to the local Health Board and local legislative body;

Supervises enforcement of provisions of local and state public health laws and sanitary codes;

Consults and advises concerning the activities carried on in relation to sanitary control of milk and other foods;

Consults and advises concerning programs of insect and rodent control; Represents the Department of Health on all matters and problems related to environmental health;

Prepares and issues public relations material regarding health agency including newspaper article, radio and television programs;

Supervises the investigation of complaints specifically involving sewage and water contamination under the jurisdiction of the health department.

FULL PERFORMANCE KNOWLEDGE, SKILLS, ABILITIES and PERSONAL CHARACTERISTICS: Comprehensive knowledge of the principles, practices and terminology of public health administration; comprehensive knowledge of the basic principles, practices, and techniques in administration public health-engineering and environmental health programs; thorough knowledge of the principles and practices of management; familiarity with local government operations; ability to direct and evaluate the programs of a public health agency; ability to deal with the public on projects related to public health; initiative and resourcefulness in solving difficult public health engineering problems; ability to

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provide leadership and to secure cooperation of others; ability to develop and maintain good public relationships.

MINIMUM QUALIFICATIONS:

- (A) Graduation from a regionally accredited or New York State registered college or university with a masters degree in public health or related field and three years of public health administration experience; OR
- (B) An appropriate combination of education and experience deemed equivalent by the State Commissioner of Health.

NOTE: All appointments to the position of Public Health Director are subject to the approval of the State Commissioner of Health. (See memo from State of New York Department of Health regarding the prescreening procedure and process for final nominee.)

SPECIAL REQUIREMENT: This class requires extensive travel. Incumbents will be required to possess a valid, appropriate level, New York State Motor Vehicle operator's license, or otherwise demonstrate the ability to meet the travel needs of the job.